

C  
1819uZcom  
1918/19

# NORTHWESTERN UNIVERSITY BULLETIN

THE BULLETIN  
OF THE  
UNIVERSITY OF CHICAGO

The  
School of Commerce  
1918-1919

---

Vol. XVIII, No. 31

April 6, 1918

---

Published Weekly by Northwestern University  
Northwestern University Building, Chicago



**Northwestern University**

Evanston and Chicago

The  
School of Commerce  
1918-1919

Published by the University



## Contents

CALENDAR .....	4
THE FACULTY .....	5
SPECIAL LECTURERS .....	6
THE SCHOOL OF COMMERCE.....	7
ADMISSION .....	7
DEGREES .....	10
SCHEDULE OF COURSES.....	12
REGISTRATION .....	17
DESCRIPTION OF COURSES.....	17
GENERAL INFORMATION	
The Library .....	31
Employment for Graduates.....	32
Residences for Men .....	32
Grades of Scholarship.....	33
Class Attendance .....	34
Fees and Expenses.....	34
Self-support of Students.....	35
University Not Responsible for Personal Losses.....	36
How to Address Correspondence.....	36

## Calendar

1918	1918-1919
Sept. 23 Mon.	Academic year 1918-1919 begins
Sept. 23 Mon.	Examinations for admission
Sept. 23 Mon.	First day of registration
Sept. 25 Wed.	Second examinations; last day of registration
Sept. 26 Thu.	Class work begins
Oct. 1 Tue.	Last day for registration of candidates for advanced degrees
Nov. 28 Thu.	Thanksgiving recess, to December 1, inclusive
Dec. 4 Wed.	Last day for filing titles of theses for advanced degrees
Dec. 21 Sat.	Christmas recess to January 6, Monday, inclusive
1919	
Jan. 7 Tue.	Class work resumed
Jan. 27 Mon.	Mid-year examinations begin
Feb. 7 Fri.	Second semester begins
Feb. 8 Sat.	Second examinations. Last day of registration for the second semester
Feb. 10 Mon.	Class work resumed for the second semester
Feb. 22 Sat.	Washington's Birthday
Apr. 18 Fri.	Easter recess, to April 21, Monday, inclusive
Apr. 21 Mon.	Second examinations
May 17 Sat.	Last day for filing theses for advanced degrees
May 24 Sat.	Oral examinations of candidates for advanced degrees
May 26 Mon.	Regular examinations begin
May 30 Fri.	Memorial Day
June 11 Wed.	SIXTY-FIRST ANNUAL COMMENCEMENT

## Administrative Officers

Thomas Franklin Holgate, Ph.D., LL.D., President of the University *ad interim*.

Arthur Emil Swanson, Ph.D., Dean.

\* Neva Olive Lesley, Secretary.

## The Faculty

\*Walter Dill Scott, Ph.D., Professor of Advertising.

Earl Dean Howard, Ph.D., Professor of Economics.

Frederick Shipp Deibler, Ph.D., Professor of Economics.

Alfred William Bays, B.S., LL.B., Professor of Business Law.

Arthur Edward Andersen, B.B.A., C.P.A., Professor of Accounting.

Ralph Emerson Heilman, Ph.D., Professor of Economics and Social Science.

Arthur Emil Swanson, Ph.D., Professor of Economics and Business Organization.

Walter Kay Smart, Ph.D., Lecturer in Business English.

Walter Edward Lagerquist, Ph.D., Associate Professor of Economics and Commerce.

Horace Secrist, Ph.D., Associate Professor of Economics and Statistics.

\*Homer Bews Vanderblue, Ph.D., Associate Professor of Transportation.

\*David Himmelblau, B.A., B.B.A., C.P.A., Associate Professor of Accounting.

\*Frederic Ernest Richter, M.A., Assistant Professor of Banking.

Henry Post Dutton, B.E.E., Assistant Professor of Factory Management.

Holmes Beckwith, Ph.D., Assistant Professor of Banking.

Roy Hall, B.A., Assistant Professor of Accounting.

\*Eric Louis Kohler, M.A., C.P.A., Instructor in Accounting.

\*Thomas R. Taylor, M.A., Instructor in Resources and Foreign Trade.

---

\*Absent on leave. In National Service.

James Harris Bliss, Jr., C.P.A., Lecturer in Accounting.  
Ronald Salmon Crane, Ph.D., Lecturer in Business English.  
Joseph Henry Gilby, C.P.A., Lecturer in Accounting.  
John Fred Lynn, C.P.A., Lecturer in Accounting.  
Robert Grant Martin, Ph.D., Lecturer in Business English.  
Alexander W. T. Ogilvie, Lecturer in Office Management.  
Guy Meredith Pelton, B.A., Lecturer in Accounting.  
James Hamilton Picken, Lecturer in Business Psychology and Sales Correspondence.  
\*Thomas Lutz Stitt, Lecturer in Foreign Trade.  
John Charles Teevan, LL.B., Lecturer in Business Law.  
Walter Sheldon Tower, Ph.D., Lecturer in Resources and Trade.  
Merle Leslie Wright, B.A., Lecturer in Public Speaking.  
Mildred Noé Johnson, B.A., Librarian.

#### SPECIAL LECTURERS

Henry J. Bohn, Chairman of Association of Executives, Editor of Hotel World.  
Florus V. Clutier, Industrial Systems Company.  
Archie W. Dunham, National City Company.  
Edward P. Farwell, Local Manager, Babson Statistical Organization.  
James M. Fitzgerald, M.D., Vocational Expert.  
Frank J. Flanagan, Finance Committee Staff, City Hall.  
Harry Fogelman, Sheldon School of Salesmanship.  
William S. Ford, Montgomery Ward & Company.  
Winfield Scott Hall, M.D., Medical School, Northwestern University.  
Fred D. Hess, A. J. Nystrom & Company.  
James L. Jacobs, J. L. Jacobs & Company.  
James A. Jahn, President, Jahn & Ollier Engraving Company.  
A. Packard Lobeck, Emerson Institute of Efficiency.  
Merritt B. Lum, Sales Manager, A. W. Shaw Company.  
Albert C. MacMahan, National Cash Register Company.  
Charles F. McConnell, Sears, Roebuck & Company.  
Max Schmidhofer, M.D., Expert Dietitian.  
Victor F. Schoepperle, National City Company.  
George C. Sikes, Bureau of Public Efficiency.  
Arthur G. Taylor, Arthur G. Taylor & Company.  
Henry G. Wright, Stover, Elkhorn Coal Company.

---

\*Absent on leave. In National Service.

# The School of Commerce

## GENERAL STATEMENT

Northwestern University School of Commerce offers a comprehensive professional course of training in business. The purpose of the course is to give the student thorough grounding in the principles that underlie business action, and to acquaint him with efficient business practice. The instruction has been planned to give him a broad survey of business facts and experience and to develop the power of accurate analysis.

The School of Commerce was established in June, 1908. In January, 1912, a course of study leading to the degree of Bachelor in Business Administration was approved by the Board of Trustees. In addition to the work described in the catalog, the School of Commerce has conducted in Chicago, since its foundation, an extensive series of courses in evening classes for men employed in business.

The school is well equipped to offer training in business. Its proximity to Chicago enables members of the faculty to maintain a close contact with the operation of modern business and permits of numerous business inspection trips by students. It also makes it possible to utilize business men as instructors in certain specialized courses, and as general lecturers in various fields. The evening classes, furthermore, bring members of the faculty in direct contact with large numbers of persons engaged in business.

The School of Commerce is located in Evanston and the office is in Room 316, Harris Hall, on the Campus.

## Admission

### REQUIREMENTS FOR ADMISSION

Candidates for admission to the School of Commerce must present credit of acceptable grade for two years of work in a college, professional or scientific school of approved standing. The inclusion, in the two college years, of a course in the Principles of Economics is recommended. Persons are not admitted to the course in Business unless their college record gives evidence of capacity to undertake serious professional study.

---

 COLLEGE PREPARATION FOR ENTRANCE TO THE SCHOOL OF  
 COMMERCE

For persons who have not had two years of college work, but who can meet the entrance requirements of the College of Liberal Arts of Northwestern University, a two-year Pre-Commerce course has been arranged in the College of Liberal Arts, which will prepare students for admission to the School of Commerce.

The Pre-Commerce course is as follows:

<i>Freshman Year</i>	<i>Hours</i>	<i>Sophomore Year</i>	<i>Hours</i>
Economic History .....	3	Economics .....	3
Plane Trigonometry, College Algebra .....	3	General Psychology.....	3
Composition and Rhetoric; Sur- vey of English Literature....	3	Types of English Literature; Composition .....	2
French, German or Spanish....	3	French, German or Spanish...	3
Geography .....	4	Science .....	4
<hr/>		<hr/>	
Total .....	16	Total .....	15
		Bookkeeping—second semester, no credit .....	2

Students who plan to take this Pre-Commerce course should have a transcript of their high school credits submitted by the high school principal to the Registrar of the College of Liberal Arts, Evanston, Illinois. A blank for the submission of these credits may be secured on request.

---

 ENTRANCE REQUIREMENTS FOR THE PRE-COMMERCE COURSE

For admission to the Pre-Commerce course without examination, a certificate of the principal of an accredited high school, or other qualified officer, must be presented, recommending the candidate as competent to pursue college studies to advantage, and showing fifteen units of credit as follows:

- A. At least three units of English, one unit of Algebra, and one unit of Geometry.
- B. Foreign languages—Latin, Greek, French, German—at least three units of one of these languages or two units of each of two of them.
- C. Other subjects sufficient to make, with the above, an aggregate of fifteen units. These may include any subjects commonly appearing as a part of a high school course, provided that no subject is presented for less than a half unit of credit. Vocal music and physical training are not recognized for credit.

A condition of not more than one unit may be allowed to a candidate ranking above the lowest quarter of his high school class, but no condition is allowed in the prescribed English, Algebra, or Geometry.

Deficiencies in entrance credit may be made up by examination before admission, at the examinations of the College Entrance Examination Board in June, or at the regular entrance examinations held at this University in September. All entrance deficiencies must be made up before the beginning of the second year of residence.

For candidates who do not present from an accredited school certificates covering the entrance requirements described above, the following provision is made: Examinations may be taken in the prescribed work in English, Algebra, Geometry, and Foreign Languages, and, if these are satisfactory, the candidate will be admitted to college, provided he presents supplementary evidence of preparation equivalent to that furnished by a four-year high school course.

#### THE OBJECT IN REQUIRING TWO YEARS OF COLLEGE STUDY IN PREPARATION FOR ENTRANCE TO THE SCHOOL OF COMMERCE

The business career is rapidly acquiring a recognized professional standing. Every young business man should have a training which not only will enable him to maintain his place in the profession but also will serve to make him a leader in raising the standards of business efficiency. To rise to such a position, he must be able to look beyond the routine duties of his work and to grasp the broader principles upon which business success is founded. Business today demands in particular men who are educated, and not men who are merely drilled in specific processes.

The aim of the Northwestern University School of Commerce is to base the training of its students for business on the foundation of a broad outlook on life. Business is infinitely complex and specialized, and requires a power of analysis which nothing so well as a comprehensive scientific training can give. With this complexity there exist, in a great modern business, far-reaching public relations demanding a liberal culture and the finest qualities of mind and spirit.

In requiring two years of college work as a prerequisite for admission to the course in Business, and in combining with the strictly professional subjects in that course many others of a liberalizing purpose, the School of Commerce becomes articulated as an integral part of the scheme of American higher education. The student who contemplates taking up the course in Business should pursue the two

years of preparatory college work with the same earnest professional spirit which will be required of him in the years of the Business course which follow, remembering that, without the training of mind and spirit, he will not be able in any adequate way to solve the problems of his later course and of the active years which follow.

## Degrees

### REQUIREMENTS

#### THE DEGREE, BACHELOR IN BUSINESS ADMINISTRATION

The course in Business offered by the School of Commerce consists of a three-year program of study leading to the degree, Bachelor in Business Administration. The first year of the course consists in the main of subjects required of all Commerce students (see page 12). Additional subjects are required for each special field of work. During the summer intervening between the second and third years, the student must be employed in a business approved by the School of Commerce. In the third year the student devotes a considerable share of his time to investigative work in the business which he intends to enter. Normally, an arrangement is effected whereby the student is employed in business for part time during the period of investigation. A thesis embodying the results of his investigation must be presented in partial fulfillment of the requirements for the degree. The subject of this thesis must be filed with the Secretary of the School of Commerce not later than December 1st, and the thesis must be presented not later than May 15th.

Formal application for the degree must be made before November 1st of the academic year in which the degree is granted.

The degree, Bachelor in Business Administration, is not awarded merely as result of pursuing a specified number of courses. Students are expected to meet the requirements imposed with the professional spirit and measure of precision demanded in well-regulated business houses. As the course progresses, they should acquire ability to analyze business situations and to apply fundamental principles to the solution of practical business problems. If after a reasonable time a student's work does not give promise of effectiveness in the business field, he is discouraged from continuing the course.

Candidates offering advance credit from other institutions are required to pursue at least one full year's work under the direction of the School of Commerce faculty.

## THE DEGREES, BACHELOR OF ARTS AND BACHELOR OF SCIENCE

I. FOR STUDENTS WHO HAVE TAKEN THEIR PRE-COMMERCE WORK IN  
NORTHWESTERN UNIVERSITY

Students who have taken their Pre-Commerce work in the College of Liberal Arts of Northwestern University may secure the Bachelor of Arts or the Bachelor of Science degree according to one of the following plans:

Plan I—A student who has completed two full years in the College of Liberal Arts of Northwestern University, during which he has met the requirements for the Bachelor of Arts or the Bachelor of Science degree, may transfer his registration to the School of Commerce on the completion of these two years, and receive the Bachelor of Arts, or the Bachelor of Science degree, when he completes the course for the degree, Bachelor in Business Administration.

Plan II—A student who has met the requirements stated in Plan I may transfer his registration to the School of Commerce on the completion of these two years, and receive the Bachelor of Arts, or the Bachelor of Science degree on the completion of his second year in the School of Commerce provided that he has met the college requirement for one major and one minor.\*

Plan III—A student who has completed three full years in the College of Liberal Arts of Northwestern University, including the requirements for the Bachelor of Arts, or the Bachelor of Science degree, and a major and minor, may transfer his registration to the School of Commerce, and on the completion of one year's work obtain the Bachelor of Arts, or the Bachelor of Science degree.

2. FOR STUDENTS WHO HAVE TAKEN THEIR TWO YEARS OF COLLEGE  
WORK IN OTHER COLLEGES OR UNIVERSITIES

A student who has completed two years of college work in some other college or university, and is admitted to the School of Commerce as a regular student, may also register as a student in the College of Liberal Arts, and pursue studies which will lead to the Bachelor of Arts, or the Bachelor of Science degree. He must complete

---

\*As a Commerce student will normally complete a major and minor in his Commerce course, this requirement will not involve any appreciable deviation from the regular course.

all the courses required for one of these degrees, except that he may substitute for the required major and minors, a major and one minor.\* He should thus normally be able to obtain the Bachelor of Arts, or the Bachelor of Science degree in two years, and the degree, Bachelor in Business Administration, in one additional year.

## The Schedule of Courses

### FIRST YEAR

The required work of the first year of the Business course is alike for all students regardless of the particular field in which they intend to specialize. The schedule for this year is as follows:

*Note:* Year-subjects are printed in **dark** type; semester-subjects in light type.

<i>Required Subjects</i>	<i>One Elective in</i>
Money and Banking	<b>English</b>
Corporation Finance	<b>Political Science</b>
Accounting I	<b>History</b>
Statistics	<b>Mathematics, or</b>
Business Law	<b>Science</b>
Business Psychology	
<b>Resources and Trade</b>	

*Note:* Students who enter the course in Business without having had the Principles of Economics will be required to take that course in the first year and postpone Money and Banking and Corporation Finance until later. Similarly, a course in General Psychology must precede the course in Business Psychology.

### SECOND AND THIRD YEARS

In the remaining two years of the course the required subjects vary according to the field in which the student is specializing. The required courses for all students in these years are Business and Government, Business Organization, and Seminar.

For the benefit of students who plan to take their Pre-Commerce work in the College of Liberal Arts of Northwestern University, the Pre-Commerce course has been combined with a general Business schedule into a typical four-year and five-year program (see page 16). To such students this will serve to illustrate how their plan of study can be arranged on a four-year and a five-year basis.

---

\*See note relating to major and minor on previous page.

## ACCOUNTING

SECOND YEAR		THIRD YEAR	
Required		Required	
Seminar		Seminar and Field Work in Accounting	
<b>Business and Government</b>		<b>Cost Accounting</b>	
Business Organization		<b>Public Service Corporation</b>	
Accounting III*		Accounting	
Investments		Business Law	
Statistics*			
<i>Elective</i>		<i>Elective</i>	
English		Efficiency Standards	
Public Finance and Taxation		Factory Management	
Public Utilities		Labor Problems	
Municipal Government		Industrial Relations	
Mathematics		Office Management	

## BANKING AND FINANCE

SECOND YEAR		THIRD YEAR	
Required		Required	
Seminar		Seminar and Field Work in Finance	
<b>Business and Government</b>		Banking Law	
Business Organization		Corporation Law	
Commercial Organization		<b>Public Finance and Taxation</b>	
Investments		<i>Elective</i>	
Advanced Banking		Public Service Corporation	
Accounting II		Accounting	
<i>Elective</i>		Public Utilities	
Foreign Trade		Political Science	
Municipal Government			

## COMMERCE AND MERCHANDISING

SECOND YEAR		THIRD YEAR	
Required		Required	
Seminar		Seminar and Field Work in Merchandising	
<b>Business and Government</b>		Transportation	
Business Organization		Rate-making	
Commercial Organization		Efficiency Standards	
Investments		<b>Advanced Psychology</b>	
Advanced Banking		<i>Elective</i>	
<i>Elective</i>		Industrial Relations	
English		Foreign Trade	
Industrial and Social Problems		Sociology	
Labor Problems		<b>Advanced Economics</b>	
Municipal Government			

## FACTORY MANAGEMENT

SECOND YEAR		THIRD YEAR	
Required		Required	
Seminar		Seminar and Field Work in Factory Management	
<b>Business and Government</b>		Cost Accounting	
Business Organization		Industrial Relations	
Factory Management		Labor Problems	
Efficiency Standards		<i>Elective</i>	
Accounting II		Engineering	
<i>Elective</i>		Sociology	
Industrial and Social Problems		Transportation	
Advanced Psychology		Rate-making	
Engineering			

\*Students specializing in Accounting will normally take Accounting II in the second semester of the first year (see schedule), postponing Statistics to the second semester of the second year.

## SECRETARIAL WORK

SECOND YEAR	THIRD YEAR
<i>Required</i>	<i>Required</i>
<b>Seminar</b>	<b>Seminar and Field Work in Secretarial Administration</b>
<b>Business and Government</b>	<b>Efficiency Standards</b>
Business Organization	<b>Industrial and Social Problems</b>
Office Management	<b>English</b>
<b>Accounting</b>	
<i>Elective</i>	<i>Elective</i>
Commercial Organization	<b>Public Finance and Taxation</b>
<b>Labor Problems</b>	<b>Industrial Relations</b>
<b>Political Science</b>	
English	

## FOREIGN TRADE\*

SECOND YEAR	THIRD YEAR
<i>Required</i>	<i>Required</i>
<b>Seminar</b>	<b>Seminar and Field Work in Foreign Trade</b>
<b>Business and Government</b>	<b>Business Law</b>
Business Organization	<b>Advanced Banking</b>
Commercial Organization	<b>Political Science</b>
Foreign Trade	<b>International Law</b>
<b>South American Trade</b>	<b>Transportation</b>
<i>Elective</i>	<b>Rate-making</b>
<b>History</b>	<i>Elective</i>
<b>Political Science</b>	<b>Efficiency Standards</b>
<b>Sociology</b>	<b>Industrial Relations</b>
<b>Foreign Languages</b>	<b>Public Finance and Taxation</b>
	<b>History</b>
	<b>Foreign Languages</b>

## TRANSPORTATION

SECOND YEAR	THIRD YEAR
<i>Required</i>	<i>Required</i>
<b>Seminar</b>	<b>Seminar and Field Work in Transportation</b>
<b>Business and Government</b>	<b>Efficiency Standards</b>
Business Organization	<b>Transportation Law</b>
Commercial Organization	<b>Public Service Corporation</b>
Transportation	<b>Accounting</b>
Rate-making	<b>Public Utilities</b>
<i>Elective</i>	<i>Elective</i>
<b>Labor Problems</b>	<b>Industrial Relations</b>
<b>Public Finance and Taxation</b>	<b>Industrial and Social Problems</b>
Business Law	<b>Political Science</b>

## PUBLIC AND SOCIAL SERVICE

SECOND YEAR	THIRD YEAR
<i>Required</i>	<i>Required</i>
<b>Seminar</b>	<b>Seminar and Field Work in Public and Social Service</b>
<b>Business and Government</b>	<b>Accounting</b>
Business Organization	<b>Public Finance and Taxation</b>
Commercial Organization	<b>Political Science</b>
<b>Political Science</b>	
<i>Elective</i>	<i>Elective</i>
Accounting II	<b>Efficiency Standards</b>
<b>Political Parties</b>	<b>International Law</b>
<b>Sociology</b>	<b>Constitutional Law</b>
<b>Labor Problems</b>	<b>Industrial and Social Problems</b>
Office Management	<b>Industrial Relations</b>

\*For students who expect to go into Foreign Trade an additional year of preparation is urged.

## COMMERCIAL TEACHING

SECOND YEAR	THIRD YEAR
<i>Required</i>	<i>Required</i>
<b>Seminar</b>	<b>Seminar and Field Work in Commercial Education</b>
<b>Business and Government</b>	<b>Factory Management</b>
<b>Business Organization</b>	<b>Efficiency Standards</b>
<b>Commercial Organization</b>	<b>Cost Accounting</b>
<b>Accounting II</b>	<b>Industrial Relations</b>
<i>Elective</i>	<i>Elective</i>
<b>Educational Psychology</b>	<b>English</b>
<b>History of Education</b>	<b>High School Methods</b>
<b>Problems in Secondary Education</b>	<b>Industrial and Social Problems</b>
<b>English</b>	<b>Sociology</b>

## CHAMBER OF COMMERCE ADMINISTRATION

SECOND YEAR	THIRD YEAR
<i>Required</i>	<i>Required</i>
<b>Seminar</b>	<b>Seminar and Field Work in Commerce</b>
<b>Business and Government</b>	<b>Factory Management</b>
<b>Business Organization</b>	<b>Efficiency Standards</b>
<b>Commercial Organization</b>	<b>Industrial Relations</b>
<b>Transportation</b>	<b>Public Finance and Taxation</b>
<b>Rate-making</b>	
<i>Elective</i>	<i>Elective</i>
<b>Municipal Government</b>	<b>Industrial and Social Problems</b>
<b>Labor Problems</b>	<b>Business Law</b>
<b>Foreign Trade</b>	<b>Sociology</b>
<b>Public Utilities</b>	<b>Office Management</b>

## TYPICAL FOUR-YEAR PROGRAM

FRESHMAN YEAR	JUNIOR YEAR
<b>Economic History</b>	<b>FIRST YEAR COMMERCE</b>
Plane Trigonometry; College Algebra	<i>Required Subjects</i>
Composition and Rhetoric; Survey of English Literature	Money and Banking Corporation Finance Accounting I Statistics
French, German or Spanish	Business Law Business Psychology Resources and Trade
Geography	<i>One Elective in</i> English Political Science History Mathematics, or Science
<b>SOPHOMORE YEAR</b>	
<b>Economics</b>	<b>SENIOR YEAR</b>
General Psychology	<b>SECOND YEAR COMMERCE</b>
Types of English Literature; Composition	<i>Required Subjects</i>
French, German or Spanish	Seminar Business and Government
Science	Business Organization Commercial Organization Investments Advanced Banking
Bookkeeping—second semester, no credit	<i>Elective</i> English Industrial and Social Problems Labor Problems Municipal Government

In the five-year program a typical schedule for the last year is as follows:

THIRD YEAR COMMERCE	
<i>Required Subjects</i>	<i>Elective</i>
Seminar	Industrial Relations
Transportation	Foreign Trade
Rate-making	Sociology
Efficiency Standards	Advanced Economics
Advanced Psychology	

## Registration

### REGISTRATION FOR COURSE IN BUSINESS

Commerce students are required to register in person at the office of the School of Commerce in Harris Hall on the Campus in Evanston.

Registration days are the first Monday, Tuesday, and Wednesday of the first semester; and the first Friday and Saturday of the second semester. A student not registered at the close of this period is subject to a fee of two dollars for late registration.

Tuition bill is given to the student upon registration. This must be presented for payment immediately at the Business Manager's Office, 518 Davis Street, Evanston.

### REGISTRATION IN PRE-COMMERCE COURSE

Every applicant for the Pre-Commerce course is required to register in person at the office of the Registrar of the College of Liberal Arts, in University Hall, Evanston. Considerable advantage may be gained during the Pre-Commerce course from the counsel of a faculty adviser representing the School of Commerce. Therefore, students who are planning to enter the School of Commerce later are requested to signify their intention at the time of matriculation in the College of Liberal Arts.

## DESCRIPTION OF COURSES

### Accounting

*Bookkeeping—Theory and Practice*—The chief object of the work in Bookkeeping is to train students in general bookkeeping practice in order to prepare them to take Accounting I.

Distinction between debits and credits; principles of single and double entry; summarization of transactions and books required for this purpose; various kinds of information conveyed through ledger accounts; principles of journalizing, with considerable class practice work in making of journal entries; posting from original books of entry to ledger and classification of transactions; definition of bookkeeping terms; loss and gain accounts, and method of determining losses and gains; disposition of losses and gains; abstracting trial balances and uses to which trial balances are put; preparation of simple financial statements and final closing of books. Instruction is

largely individual. Prerequisite for Accounting I. *No credit.* Second semester. Mon., 4 to 6. Mr. Pelton.

*Accounting I—Principles*—A survey of Accounting adapted primarily to the demands of general business; also the preparatory work for students specializing in Accountancy. Fundamental principles and their application; single-entry set of accounts developed into a modern accounting system. Problems and questions assigned for home study. Open to students with training equivalent to the work in Bookkeeping. Prerequisite for Accounting II. Required in the first year of the course in Business. *Credit, four semester-hours.* First semester. Mon., Th., 2 to 4. Mr. Pelton.

*Accounting II—Intermediate*—Continuation of Accounting I, for students desiring a thorough knowledge of accounts and auditing for general business training; also for students preparing for the C.P.A. examination. Subject matter treated from the auditor's point of view. A large number of the problems and questions which form the basis of the work are taken from C.P.A. examination papers. Statement of Affairs; Realization and Liquidation Account; Trustee and Executor's Accounts; Statement showing Application of Funds; Adjustment of Partners' Accounts; Capital vs. Revenue Expenditures; Branch and Agency Accounting; Survey of Principles of Cost Accounting including the principal methods used in the apportionment of overhead expenses; Auditing—Theory and Practice; Balance Sheets and various forms of Income Statements. Mergers and Amalgamations; Consolidated Balance Sheet. Prerequisite for Accounting III. *Credit, four semester-hours.* Second semester. Tu., Fri., 2 to 4. Mr. Pelton.

*Accounting III—Advanced Theory, Auditing and Practice*—Continuation of Accounting II, primarily for persons who expect to enter the Accounting profession. Students completing Accounting III and the Quiz Course should be prepared to take the Certified Public Accountant's examination, provided they are otherwise qualified. Based on the problems and questions set at previous C.P.A. examinations. Special points to be considered in the audit of municipalities, institutions, banks, investment and insurance companies, land companies, publishers, mines, public utilities, contractors, etc. Investigations for special purposes. The Auditor's Report. Systems. Income Tax. Consolidated Balance Sheet and Consolidated State-

---

ment of Profits and Income. *Credit, two year-hours.* Given in Chicago\*, Mon., 7 to 9. Professor Andersen.

†*Public Service Corporation Accounting*—Special points arising in the accounts of electric light, gas, water, telephone and telegraph, electric railways and steam railways, such as plant costs, intangible values, discounts on securities, depreciation, classification of maintenance and betterment expenditures, systems of internal check, etc. Classification of Accounts prescribed by the Interstate Commerce Commission and various state commissions. Preparation of Balance Sheets and Operating Statements for independent and controlled companies; compilation of statistical data and the uses thereof. Special points to be noted in the regular audit of utility companies; the trust indenture; certification of amount of bonds which may be taken down thereunder. Points to be noted in investigations for rate cases; methods of determining operating costs of joint utilities, principles underlying the valuation of physical and intangible property, methods of calculating, "going value," depreciation, working capital, fair value, fair rate of return, and procedure expenses. Special facilities available for research work. *Credit, two year-hours.* Additional credit may be arranged for through seminar.

*Factory Cost Accounting*—Accounting incident to the purchase, receipt and issue of raw finished materials, payrolls, and factory expenses, and the scientific distribution thereof; issuance of shop orders; perpetual inventories; productive and non-productive labor; recording and paying of wages; piece work, profit-sharing and premium or bonus systems; factory overhead expenses; rent and interest in costs; system of repair, renewal and construction orders and the allocation of selling, distributing and administrative expenses; the use and value of graphic charts in the final assembly of data and statistics. Open to students who have had the equivalent of Accounting I. Registration on permission of instructor. *Credit, two year-hours.* Given in Chicago, Wed., 7 to 9. Mr. Lynn.

*Quiz Class*—Thorough practice work in class room to prepare candidates for C.P.A. examinations. Object is to train students to apply accounting principles and to work in class room under substantially same conditions as in examination room. Practical accounting problems; auditing and theory of accounts; analysis and

---

\*Subjects marked "Given in Chicago" are not offered in Evanston. Many of the other subjects are repeated in Chicago sections. The Chicago classes meet in the late afternoon and evening, and are intended primarily for men who are employed during the day. Day students are admitted to Chicago sections only upon the recommendation of their faculty adviser.

†Not given in 1918-1919.

discussion. The last hour is devoted to an open discussion of the "how" and "why" of the solutions to problems assigned. Instruction is largely individual. *Credit, two year-hours.* Given in Chicago, Sat., 2 to 5. Professor Andersen.

#### DEGREE OF CERTIFIED PUBLIC ACCOUNTANT

By act of the General Assembly passed May 15, 1903, provision is made for a state examination for the degree of Certified Public Accountant. Copies of the state law and the rules governing the examination, and questions given in previous examinations since 1903, may be secured at the office of the School of Commerce.

### Banking and Finance

*Money, Banking, and Corporation Finance (Economics B1)—* First semester, Money and Banking: a brief discussion of the history and principles of money; the monetary system of the United States, including some of our past problems and their solution; theory of the value of money; index numbers. Principles of banking and functions of banks and of bank credit; foreign exchange and gold movements; history of banking in the United States; foreign banking systems; our banking system today with particular emphasis on the Federal Reserve System. Second semester, Corporation Finance: corporate organization in modern business; the salient points in its legal organization; classification of the instruments of finance; promotion, underwriting, capitalization, earnings, expenses, surplus, manipulation, insolvency, receivership, reorganization, and regulation. Open to students who have completed Economics A (see page 23). *Credit, three year-hours.* Mon., Wed., Fri., 9. Professors Lagerquist and Beckwith.

*Investments (Economics C10)—* Markets and their influence on the price of securities. Elements of sound investments and methods of computing net earnings, amortization, rights, and convertibles. Government, municipal, railroad, steamship, street railway, gas, electric, water power, real estate, timber, and irrigation securities as investments. Open to students who have completed Economics B1. *Credit, three semester-hours.* First semester, Mon., Wed., Fri., 9. Professor Lagerquist.

*Advanced Money and Banking (Economics C1)—* The Federal Reserve System: a review of its chief features; effect of the System and of the European War on our banking practices and problems

and financial relationships, internally and externally. Such subjects as bank credits and credit analysis; collections and clearings; foreign exchange; money markets and money rates, and bank investments, will be dealt with. Crises, their history and theory, will be studied and the Federal Reserve System considered as a preventive of panics. Agricultural credit here and abroad, and the Federal Farm Loan Act will also receive attention. Open to students who have completed Economics B1. *Credit, three semester-hours.* Second semester, Tu., Th., Sat., 9. Professor Beckwith.

### Business Law

*Business Law I and II*—General elementary law; contracts; agency; sales of personal property; debtor, creditor, and bankruptcy; trademarks and unfair competition. *Credit, four semester-hours.* First semester, Wed., Fri., 3 to 5. Professor Bays.

*Business Law III*—Corporations; partnerships. Given in Chicago, first semester, Fri., 7 to 9. *Credit, two semester-hours.* Mr. Teevan.

*Business Law IV*—Negotiable paper, suretyship, banks and banking. Given in Chicago, second semester, Th., 7 to 9. *Credit, two semester-hours.* Professor Bays.

*Business Law V*—Law of real and personal property, insurance. Given in Chicago, second semester, Fri., 7 to 9. *Credit, two semester-hours.* Mr. Teevan.

### Commerce

*Principles of Business Organization and Management (Economics C16)*—The organization and management of a business with reference to operation; functional, territorial and unit specialization; coördination of men and departments; the delegation of authority in the establishment of standards, in the handling of daily routine and operation, in maintaining discipline, in emergencies; the relation of responsibility to authority; the manner in which this relation can be sustained; control by means of statistics, graphs and charts, reports, supervision and inspection, line organization; standardization of material, operations, methods, machinery, product; discipline, disciplinary officers, principle of reward and punishment, value of fines, immediate attention in case of infraction of rules; merit records; business policies. *Credit, three semester-hours.* First semester, Tu., Th., Sat., 10:30. Professor Swanson.

*Commercial Organization, Economics C16*—Factors in our distributive system including manufacturer; general and specialty wholesaler; jobber and sub-jobber; commission merchant; factory agent; broker; department, specialty, general, syndicate store; general retailer; mail order retailer; retail agent and salesman. Sales, advertising and credit organization and management of the factors in the various schemes of distribution. *Credit, three semester-hours.* Second semester, Tu., Th., Sat., 10:30. Professor Swanson.

*Office Organization and Management*—A practical study of principles of organization and management as applied to office and counting room functions. The work is principally intended for students pursuing courses in business administration, accounting and secretarial work, and deals with the duties and problems of office executives.

Personnel: Management; editorial work; human interest; physical office, office appliances; correspondence; profit-producing functions of office. *Credit, two semester-hours.* Second semester, Th., 3 to 5. Mr. Ogilvie.

*\*Resources and Trade*—A geographical, economic, and commercial review of the natural resources of the world. Emphasis will be laid upon the natural resources of the United States, treated under three groups: 1, agricultural; 2, forest; and 3, mineral. In each group the more important products will be singled out for detailed study of their occurrence, production, and exchange. The study will deal with the industry or the product arising from the resource, more than with the resource itself. The trade of the more important commercial nations will be analyzed in order that the student may view trade from different angles. *Credit, three year-hours.* Mon., Wed., Fri., 11. Mr. Taylor.

*\*Geography and Trade of South America*—After a preliminary and general study of the factors influencing the trade of South America as a whole, each country will be the subject of detailed study. In each case a review of the economic and historical geography will constitute the background for the discussion of the trade of the individual country and the factors affecting that trade. Emphasis will be laid upon the commercial relations between the South American countries and the United States, and the trade opportunities that exist for the American exporters. *Credit, two year-hours.* Given in Chicago, Tu., 7 to 9. Mr. Taylor.

---

\*Not given in 1918-1919.

*\*Foreign Trade*—Significance. Method of investigating whether a foreign market exists for a class of goods, and where it exists. How a foreign market can be developed: the nature of the article—its uses, possible substitutes, customs, habits, social or economic conditions affecting the possible use in a foreign country. Modification of the articles to meet foreign needs or prejudices and to facilitate shipment. Work of consular service. International credits; selling methods in international trade; packing; invoices; the contract; the voyage; the delivery; international exchange. *Credit, two semester-hours.* Given in Chicago, second semester, Fri., 7 to 9. Mr. Stitt.

## Economics

A. *The Elements of Economics*—An elementary course in the principles of economics. First semester—An examination of the fundamental principles of economics. Second semester—Application of these principles to practical problems. Throughout the course special attention is given to the relation between theory and practice. Required of Sophomores taking Pre-Commerce course. *Credit, three year-hours.* Credit is not given unless the full course is completed. Mon., Wed., Fri., 8, 9, 10. Professor Deibler, Professor Lagerquist, Professor Sechrist.

B2. *Labor Problems and Trade Unionism*—First semester—The development of a wage-earning class, with special emphasis on economic causes. Problems of woman and child labor. Immigration. Early organizations of labor. Second semester—Trade union history, structure, methods and policies. The trade agreement, strikes, arbitration, the injunction and the legal responsibilities of the union. Alternates with Course C4. Open to students who have completed Course A. *Credit, three year-hours.* Mon., Wed., Fri., 8. Professor Deibler.

B4. *Sociology*—Social evolution and progress, with particular reference to social laws. The development of social institutions, as the family, the state. The development of social control and the social and economic forces in social control. Open to students who have completed Course A. *Credit, three year-hours.* Tu., Th., Sat., 8. Professor Heilman.

---

\*Not given in 1918-1919.

**B5. *Present Day Social and Industrial Problems***—Industry and the modern city. Cities before and since the eighteenth century industrial revolution. Industries in relation to urban and rural population. Immigration. Women in industry. Industry and the family. Industry and the state. Mercantile, *laissez faire*, and human welfare views of industrial legislation. Social betterment activities with reference to standards of industrial and social progress. Open to students who have completed Course A. *Credit, three year-hours.* Tu., Th., 10. Third hour to be arranged.

**B6. *Elements of Public Finance; State and Local Taxation***—First semester—The nature of the state; theories of public expenditure; the direction of public expenditures in cities, states, and in the nation; classification of public expenditures; budget making in theory and practice. Second semester—State and local taxation. The general property tax during the American colonial period; the tax history of Ohio to 1850, constitutional tax provisions; uniformity in taxation; taxation of real and personal property; comparative tax administration; inheritance, corporation, and income taxation. Alternates with Course C7. Open to students who have completed Course A. *Credit, three year-hours.* Mon., Wed., Fri., 10. Professor Secrist.

**C4. *Labor Conditions and Labor Legislation***—Factory conditions in respect to hours, wages, sanitation. Industrial accidents, safety standards and accident prevention. Limitation of hours. Workmen's Compensation. Laws regulating the employment of women and children. Unemployment insurance. Minimum wages. Labor bureaus and the administration of labor laws. Alternates with Course B2. Open to students who have completed or are taking a course in the B group. *Credit, three year-hours.* Mon., Wed., Fri., 8. Professor Deibler.

**\*C7. *Principles of Public Finance and Taxation***—First semester—Public finance viewed as the science and method of satisfying public wants; the field of private and public activity; economy and efficiency in public expenditures; budget making; ordinary and extraordinary sources of revenue; war finance; public debts and financial administration. Second semester—Principles of taxation. Historical survey of early taxation with respect to tax principles; justice in taxation; theories of taxation; distribution of taxation; present tendencies and reform in taxation. Alternates with Course B6. Open to students

---

\*Not given in 1918-1919.

---

who have completed or are taking a course in the B group. *Credit, three year-hours.* Mon., Wed., Fri., 10. Professor Secrist.

C8. *Social and Economic Reforms*—A study of various proposals for economic reform. Socialism, the Marxian philosophy and its recent modifications, the growth and tactics of Socialist party in Europe and the United States, communism and the communistic experiments, the Single Tax, profit sharing in industry, Social insurance. Professor Heilman.

C9. *Value and Distribution*—A more thorough study of economic principles than is possible in the introductory course. A comparison of the theories of distribution as developed in the works of prominent economists as Marshall, Böhm-Bawerk, Taussig, Clark, Fisher, etc. *Credit, four semester-hours.* Second semester. Tu., Th., Sat., 10. Fourth hour to be arranged. Professor Heilman.

\*C14. *Special Problems in Social Betterment*—Individual conferences and reports upon special phases of topics covered in Course B5. Study of literature and source materials on a particular subject together with a moderate amount of field work. Results embodied in a semester report carrying two hours of credit. Open at the discretion of the instructor to students who have completed Course B4, and who are taking B5. Second semester, hours to be arranged.

## Government

*Government and Business (Economics C2)*—The first semester of this course deals with the relations between the government and public, and public service corporations. The necessity of regulation, various methods of control—the franchise, the indeterminate permit, public utilities commissions. The development by regulating bodies, and by utilities, of the principles of valuation, rate making, service, and capitalization. Government ownership, the significance of the movement, its economic and political aspects.

The second semester deals with the relations between government, and private businesses. The proper scope of regulation, constitutional and legal aspects of regulation. Regulation of competition. Control of corporations and trusts. Government promotion and encouragement of business co-operation between government and business, public activities of business organizations, elements of a national policy

---

\*Not given in 1918-1919.

towards business. Activities of the Federal Trade Commission, the United States Department of Commerce, and other government agencies.

Required of Commerce students in their second year. *Credit, three year-hours.* Tu., Th., 9. Third hour to be arranged. Professor Heilman.

*Government*—The following courses in Government are offered by the Department of Political Science in the College of Liberal Arts. These courses may be elected by Commerce students who can satisfy the prerequisites fixed by the Department.

A1. *Introductory Government*, Mon., Wed., Fri., 8, 10. *Credit, three year-hours.\**

A2. *American Federal Government*, Mon., Wed., Fri., 8. (Second semester.) *Credit, three semester-hours.\** A repetition of the first semester of Course A1.

B1. *Political Parties*, Mon., Wed., Fri., 10. *Credit, three year-hours.*

B3. *International and Constitutional Law*, Mon., Wed., Fri., 11. *Credit, three year-hours.*

B5. *Contemporary European Politics*, Th., 4. (First semester.) *Credit, one semester-hour.*

C1. *Municipal Government*, Tu., Th., Sat., 9. *Credit, three year-hours.*

C3. *European Diplomacy and World Politics*, Tu., Th., 10. *Credit, two year-hours.*

C4. *Asiatic Politics and Government*, Tu., Th., 11. (First semester.) *Credit, two semester-hours.*

C5. *Administration, European Governments*, Tu., Th., 11. (Second semester.) *Credit, two semester-hours.*

†C6. *The Government of England*, Tu., Th., 11. (Second semester.) *Credit, two semester-hours.*

†C7. *Colonial Government.*

†D1. *Seminar in State Government*, Wed., 4-6. (Second semester.) *Credit, two to four semester-hours.*

D2. *Seminar in Diplomacy*, Wed., 4-6. (First semester.) *Credit, two to four semester-hours.*

---

\*Credit, two hours if taken in Senior year.

†Not given in 1918-1919.

## Industry

*Factory Management*—Factors affecting location of plant; adaptation of building to process; types of factory building; routing of work; selection and arrangement of machinery; auxiliary departments. Types of organization and special adaptations of each type; executive control; methods in the Production, Stores, Purchasing, Shipping, Engineering, Cost, and other departments; routing of work; progress records; standardization. Handling of labor, wage systems; time study; selection, discipline, and records; methods of securing the workmen's co-operation. *Credit, four semester-hours.* First semester, Mon., Wed., 2 to 4. Professor Dutton.

*Efficiency Standards*—Absolute and relative standards of efficiency: graphical methods; analysis of the problem; selection of the unit of measurement. Determination of Standards; of Investment Efficiency; the Investment Equation; of Labor Efficiency, composite merit standards for judging employes, time and motion study, inventive and statistical; of Method, instruction cards; of Quality, specifications. Application of Standards; the Schedule as applied to factory, office, and other lines of work; Routing; Dispatching; Follow-up. The course will consist principally of laboratory problems to be worked out by the class. *Credit, three semester-hours.* Second semester, Mon., 2 to 3, Wed., 2 to 4. Mr. Dutton.

*Industrial Relations (Economics B7)*—This is a course prepared to meet the demand for instruction in the scientific adjustment of the relations of employer and employe. The basis of the course is the labor arrangements existing in such organizations as Hart, Schaffner and Marx, the Ford Motor Company, the United States Steel Corporation, Procter and Gamble, the J. B. Stetson Company, and the Cloak and Suit Manufacturers Association in New York.

Many manufacturing concerns have already established special labor departments to administer the policies and plans of the management concerning its employes. Employment, welfare work, dealing with organized labor, accident and compensation, benefit societies, etc., are among the functions of such departments and there is an increasing demand for men to take charge of such work. A broader understanding of all modern devices to secure harmonious relations between management and employes is becoming increasingly more necessary to every employer of labor. *Credit, three year-hours.* Tu., Th., and Sat., 9. Professor Howard.

## Psychology

*Business Psychology (Psychology B3)*—Psychological principles which have the most direct application to business. Analysis of business practices and an attempt to understand from a psychological standpoint some of the causes of successes and failures in business. Individual students study the actual and also the possible applications in business of such factors as imitation, competition, loyalty, the love of the game, and personal differences. More attention is paid to advertising than to other forms of business. Open to students who have completed General Psychology. Required in the first year of the course in Business. Second semester. Mon., Wed., Fri., 10. *Credit, three semester-hours.* Professor Scott.

*Psychology*—The following courses in Psychology, offered by the Department of Psychology in the College of Liberal Arts, may be elected by Commerce students who can satisfy the prerequisites fixed by the Department.

A1. *General Psychology*, Mon., Wed., Fri., 9, 10, 11 or 3. *Credit, three year-hours.*

B1. *Experimental Psychology*, Tu., Th., 2 to 4. *Credit, two year-hours.*

B4. *Social Psychology*, Mon., Wed., Fri., 10. First semester. *Credit, three semester-hours.*

B5. *Animal Behavior*, Mon., Fri., 10. *Credit, two year-hours.*

C1. *Advanced Experimental Psychology*, Tu., Th., 10 to 12. *Credit, two year-hours.*

C2. *Psychology of the Abnormal Mind*, Mon., Wed., Fri., 9. *Credit, three year-hours.*

C3. *Advanced General Psychology*, Tu., Th., 9. *Credit, two year-hours.*

D1. *Research*, Mon., 4. *Credit, two to five year-hours.*

## Statistics

*Statistics and Statistical Methods (Economics C15)*—Designed to prepare students to use approved statistical methods discriminately in the analysis of economic problems. Uses and abuses of statistics studied by means of problems drawn from general economics and business. Lectures and laboratory. Open to students who have completed a course in Economics as advanced as the B group. *Credit, four semester-hours.* Second semester. Lecture, Mon., Wed., 2; laboratory, Mon., Wed., 3 to 5. Professor Secrist.

## Transportation

*\*The Interstate Commerce Act (Economics C11)*—Development of American transportation systems; the economic characteristics of railroads; competitive and non-competitive rate-making; the Interstate Commerce Act, as amended; the causes of the passage of the Act, and the results of its workings; the railroad traffic associations; general characteristics of the rate structure; railroad rates and the problems of plant location, and of marketing; milling and fabrication in transit; diversion; routing and tracing; the Administrative and Conference rulings of the Interstate Commerce Commission; the Interstate Commerce Act, and its interpretation. *Credit, three semester-hours.* First semester, Tu., Th., Sat., 8. Professor Vanderblue.

*\*Rate Structure (Economics C11)*—The place of the Traffic Department in the railroad organization; the rules of the Interstate Commerce Commission governing the compilation, filing, and publication of tariffs; the Official, Western, and Southern Classifications, and the extent of their application; the interpretation of classifications and of tariffs; Trunk Line and Central Freight Association rates; rates into Southeastern Territory, and the Carolinas; the Virginia Cities adjustment; Trans-Mississippi and Trans-Missouri rates; Colorado, Utah, and Montana common points; rates to Southwestern Territory and Texas common points; Transcontinental rates; intra-state and intra-territorial rates; the effect of the Panama Canal on rates and traffic; export and import rates; port differentials and the decisions of the Commission thereon. *Credit, three semester-hours.* Second semester, Tu., Th., Sat., 8. Professor Vanderblue.

## Seminar and Research Courses

*Economic Seminar (Economics D)*—Involves an original investigation extending over a complete school year, dealing with a phase of a fundamental economic problem related to the probable future business field of the student. Students meet for the discussion of general questions involving the technique of investigation, such as the use of original materials, taking of notes, marshalling of facts. The individual work is done under the direction of a member or members of the faculty. Intended to give the students training in the use of original data and in drawing correct and accurate con-

---

\*Not given in 1918-1919.

clusions based on all of the facts in a limited field of inquiry. Credit 3-6 hours. The normal registration of second year students in Business will be four hours.

*Advanced Seminars in Special Fields: Commercial Organization, Factory Management, Banking and Finance, Accounting*—Organization similar to the one above, except that the work of each student is entirely individual and under the direct supervision of a member of the faculty. Thorough investigation of some fundamental problem, particularly from the standpoint of business organization in the special field. Preceded normally by Economics D.

*Problems and Field Work*—Intended to give an opportunity for students in their fifth year to come in contact with some of the actual problems of organization and management, found in an individual establishment or group of establishments. In some cases, the work is based upon the experience obtained by actual employment during the preceding summer. In other cases, the experiences of summer work are used in connection with work carried on by the student contemporaneously with the third year of the Business course.

## Other Courses

### COLLEGE OF LIBERAL ARTS

Commerce students are encouraged to elect College work in English and other modern languages, History, Mathematics, the laboratory sciences, and in any other subjects in which the discipline secured will contribute to the efficiency of the student in the line of business for which he is preparing.

### THE LAW SCHOOL

Students are also encouraged to supplement the Law courses offered in the School of Commerce by work in the Law School in all cases where further legal training seems essential to the best preparation for a particular career. This applies particularly to the students preparing for Foreign Trade, for whom a thorough training in International and Constitutional Law is indispensable.

---

For details concerning courses in the College of Liberal Arts and in other schools of the University, consult the Annual Catalog of the University.

## GENERAL INFORMATION

## The Library

The University Library contains 112,000 bound volumes and approximately 81,000 pamphlets. It is open to officers of the University, and to students upon the payment of their regular semester bills under the following regulations:

1. During the college year the Library is open, except on Sunday, from 8 a. m. to 10 p. m. In the summer vacation, except on Saturday afternoon and on Sunday, it is open from 8 a. m. until 12 noon and 1:30 p. m. to 5 p. m. The Library is closed on New Year's Day, the Fourth of July, Thanksgiving Day, and Christmas Day.
2. Officers of the University have direct access to the shelves and are entitled to the first use of books.
3. Students may draw from the Library three volumes at a time, and these may be kept for two weeks unless specially restricted. Graduate students may have six volumes at a time.
4. The book stacks are not open to the students in general or to the public; but cards of admission may be given by the Librarian on recommendation of an officer of instruction.
5. Reserved books in the reading room and the seminary rooms are withdrawn from circulation at the request of officers of instruction for the use of their classes. The books reserved in the reading room and other books of reference are placed on open shelves freely and equally accessible to all readers; or, when much in demand, they are kept at the desk, and delivered on application there. These books are on no account to be taken from the reading room, and must be used with due regard to the rights of others.
6. Persons not members of the University are allowed the use of the reading room at the discretion of the Librarian. Persons introduced by an officer of the University may be permitted to take books for a short period on the officer's account, or may be granted the privileges of the Library upon written application endorsed by an officer of the University.

---

In addition to the University Library in Evanston, there are available to the students of the School of Commerce the Commerce Library in the Northwestern University Building, Chicago; the Elbert H. Gary Library of Law, housed in the same building; the

John Crerar Library, located in the Marshall Field Building, the Public Library of Chicago, and The Newberry Library. The John Crerar Library is very completely equipped with materials for use in business research.

### Employment for Graduates

Although the School of Commerce does not promise to secure positions for its graduates, it has organized a Bureau of Employment through which it makes a systematic effort to find positions for students who have made a good record in the School. Aside from the opportunity which the Bureau of Employment affords in placing graduates, the association with the students in the evening school, for which the curriculum provides in the third year of the course in Business, will aid students in making satisfactory connection with business firms upon the completion of their study.

### Residences for Men

Thirteen new dormitories, of which nine are fraternity houses and four are so-called College Houses, are now available for men students, and all men are required to live in a dormitory unless for sufficient cause they are given formal permission to live elsewhere.

The College Houses are named Lindgren House, after Mr. John R. Lindgren, the donor; Hinman House, Foster House, and Haven House, after the first three Presidents of the University.

For description of the Buildings, see page 46 of the Annual Catalog.

A dining hall or Commons is operated on the top floor of one of the buildings, where good board may be had at reasonable prices.

Each student room is for one person and is furnished with a single bed, mattress, pillow, chiffonier, a combined study table and bookcase, chairs, rugs, and window shades. The occupant furnishes his own bedding and towels, but the University takes charge of the laundering of these. In the interest of economy, the cost of electric lighting is not included in the general charge, but is apportioned pro rata, to the occupants of the House.

The charge to each student for a single, furnished room, including care and heat for the school year, is from \$90 to \$110, except for rooms having a private bath, or a bath reserved for a suite, for which

the annual charge is from \$120 to \$150. A chart can be obtained from the Registrar showing the location of rooms, with cost.

Room rent is payable in two installments, one at the beginning of each semester, and is not returnable. A deposit of \$10.00 is required at the time a room is assigned, to be held until the end of the college year to cover possible charges, any unused balance to be returned to the student.

Applications and all inquiries in regard to the dormitories should be sent to the Registrar of the College of Liberal Arts, University Hall, Evanston, Illinois.

### Business Fellowships

Arrangements have been made with the National City Bank of New York to select annually one or more students from a group recommended by the School of Commerce, to spend in that institution a full year consisting of summer vacations and a period immediately following graduation. The student will be paid \$60.00 per month by the bank, and will be allowed a maximum sum for traveling expenses.

Several Chicago firms will employ, during vacations, a selected number of students who have definitely decided to enter the line of business in which the respective firms are engaged.

### Fellowships

Two part-time fellowships are awarded each year. These fellowships carry an honorarium of \$400 each, and tuition; applications should be filed before April first.

### Commerce Society

The Commerce Society is an organization composed of students interested in commerce who meet specified requirements. This Society meets every two weeks and is addressed by business men.

### Grades of Scholarship

At the end of each semester the standing of each student in each of his courses is reported by the instructor to the Secretary and is entered of record. Standing is expressed, according to proficiency, in grades A, B, C, D, E, F.

Grade A denotes superior scholarship; grade B, good scholarship; grade C, fair scholarship; grade D, poor scholarship; grade E, a condition which may be removed by a second examination; grade F, a failure removable only by repetition of the subject in the class. Work of grades A, B, and C is counted toward a degree. Work of grade D may also be counted toward a degree, but not more than one-fifth of the work done under the Commerce Faculty offered to meet the requirements for graduation may be of this grade and no work of this grade may be counted toward the B.B.A. degree, unless offset by an equal amount of work of grade A in the same semester.

Students who secure a lower grade than D in any course will be permitted to continue their work for the B.B.A. degree only in very exceptional cases. In such cases, regulations for making up the work in which the deficiency occurs are the same as obtain in the College of Liberal Arts.

Work reported "incomplete" at the end of any semester, and not made good by the beginning of the corresponding semester of the following year, can thereafter be given credit only by repetition in class.

The semester records of students are sent by the Secretary to the student's father or guardian.

### Class Attendance

Students are expected to attend all regular class exercises and conferences which the instructor may designate. Each instructor is at liberty to adopt such measures as he deems expedient for bringing this about. In case absences in any course should be repeated, the adjustment of work takes place under the rules which obtain in the College of Liberal Arts. See Annual Catalog, page 163.

### Fees and Expenses

All fees are due and payable in advance and until paid the student's registration is considered provisional.

A matriculation fee of five dollars is charged when a student first enters the University. This fee is paid but once and is not returnable.

*Tuition Fees*—Students are required to pay fees for instruction each semester as follows:

Regular full tuition.....	\$75.00
---------------------------	---------

Graduate students pursuing courses prescribed for the degree of Bachelor in Business Administration are required to pay the tuition of the School of Commerce.

*Lecture Note Fees*—A fee sufficient to cover the cost of preparing and manifolding notes in certain subjects is entered with the tuition bill at the beginning of each semester. This fee, depending on the subject, varies from \$3.00 to \$5.00 a semester.

*Late Registration*—A fee of two dollars is charged students registering after the first Wednesday in the first semester and after the first Saturday in the second semester.

*Changes in Registration*—A fee of one dollar is charged for any change in registration after the first full week of a semester.

*Special Examinations*—A fee of two dollars is charged for each examination taken at a time other than that provided in the regular schedule.

*Graduation Fee*—A fee of ten dollars is charged persons taking any degree. This fee is payable on the first day of May of the year of graduation.

*Refunds*—No fees for instruction or incidentals will be refunded except in cases of sickness. If on account of his serious illness a student withdraws before the middle of a semester, one-half of his tuition fee will be refunded, providing he secures from the Dean a statement of honorable standing, and from a physician a certificate that his health will not permit him to remain in attendance. Application for a refund must be made before the close of the semester for which the fee was paid.

*Bills for fees are made out at the Commerce Office in Harris Hall. Payment is made at the Business Manager's Office, 518 Davis Street, Evanston. Checks should be made payable to "Northwestern University," and all payments should be made in currency or in Chicago exchange.*

#### SELF-SUPPORT OF STUDENTS

The University does not encourage students to enter school if entirely without resources. Not a few students, however, are able to help themselves materially by their labor, while pursuing studies. The Young Men's Christian Association, Evanston, conducts a bureau of self-help which is of assistance in securing work for a

large number desiring it. Inquiries sent to the Secretary of this Association receive careful attention.

The services of the Bureau of Employment (see page 32) are also available for students seeking work.

#### UNIVERSITY NOT RESPONSIBLE FOR PERSONAL LOSSES

The University is not responsible for the loss of any personal property belonging to any of the students in any building owned by the University, whether the loss occurs by theft, fire, or an unknown cause.

#### HOW TO ADDRESS CORRESPONDENCE

All correspondence concerning the course in Business is handled at the Chicago office of the School of Commerce. Address letters of inquiry to the SECRETARY, NORTHWESTERN UNIVERSITY SCHOOL OF COMMERCE, NORTHWESTERN UNIVERSITY BUILDING, CHICAGO.

*Full information regarding requirements, courses, and fees for Pre-Commerce students is contained in the Annual Catalog of the University. This may be secured by addressing the Registrar of the College of Liberal Arts, Evanston, Illinois.*





3 0112 105882002

## HOW TO ADDRESS CORRESPONDENCE

ALL correspondence is handled at the Chicago Office of the School of Commerce. Address letters of inquiry to the *Secretary, Northwestern University School of Commerce, Northwestern University Building, CHICAGO.*

---

Northwestern University Bulletin is published weekly by Northwestern University during the academic year at Chicago, Illinois. Entered as second-class mail matter at the post-office at Chicago, Illinois, under act of Congress of August 24, 1912